



CITY OF ATLANTA

JOB ANNOUNCEMENT

ADMINISTRATIVE ANALYST

STARTING SALARY: \$37,125

Salary Grade: 17

Applications Accepted From: February 13, 2006 until February 17, 2006

Minimum Job Requirements

Persons applying must have a Bachelor's degree in Business/Public Administration, Accounting, Finance or related field **and** three (3) years of professional budget, records systems and procedure analysis, or related administrative experience which includes computer proficiency in Microsoft Office. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will **not** be substituted for the required High School diploma or GED.

Duties of the Job:

The purpose of this job is to provide analysis of the operational and organizational performance of the Bureau of Cultural Affairs. Duties and responsibilities include, but are not limited to: producing budget, human resources, equipment and project information; conducting research surveys; producing performance indicators and reporting mechanisms; implementing programs to improve efficiency; developing efficient ways to perform administrative tasks; generating reports, presentations, graphics, forms and other documents to demonstrate information flow and productivity survey results; reviewing monthly statistics, odometer readings, overtime hours invoices, outsourcing and back log reports to prepare comprehensive reports; assisting with the development, preparation, and processing of the annual budget; preparing financial spreadsheets, bid tabulations, reports, and studies analysis.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.